

## AIRPORT MANAGER

**GRADE 39**

*FLSA Status: Exempt*

### **GENERAL DEFINITION OF WORK:**

Performs difficult technical and responsible administrative work monitoring airport activities, inspecting and overseeing construction and maintenance projects; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Monitoring airport activities; inspecting and overseeing construction and maintenance activities; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Monitors all airport activities to ensure compliance with federal, state and local regulatory requirements.
- Inspects and oversees construction and maintenance projects performed by outside contractors to ensure adequate quality and contractual compliance; oversees and participates in grounds maintenance activities.
- Maintains tenant occupancy records and based aircraft records to ensure proper billing and compliance with state and federal regulations governing the operation of aircraft from the airport.
- Inspects and monitors airport buildings, grounds and navigational facilities for maintenance needs.
- Assists in planning, preparation and implementation of the Airport budget.
- Issues and monitors airport safety notices concerning airport facilities.
- Coordinates fire and rescue operations in the event of an accident; formulates and updates emergency plan.
- Maintains records governing inspections required by the US Department of Agriculture, Environmental Protection Agency, Virginia Department of Environmental Quality, Federal Aviation Administration and the Virginia Department of Aviation.
- Maintains, updates and enforces security procedures and standards as mandated by the National Transportation Security Authority.
- Monitors tenant activities to ensure compliance with all contractual agreements and applicable federal, state and local regulations and published safety recommendations to include all employee training and equipment maintenance.
- Represents the County on matters pertaining to air transportation as directed.
- Provides reports to County Administrator's Office and to the Airport Board concerning airport operations.
- Keeps up to date on most current industry standards and practices through continued education.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of airport operation and maintenance; comprehensive knowledge of safety precautions necessary in airport operations; comprehensive knowledge of federal, state and local rules and regulations governing the use and operation of airports; thorough knowledge of the methods, materials and practices employed in building and grounds maintenance, including the maintenance of different types of paving and the proper drainage of land areas; ability to plan, lay out, supervise and inspect the work of subordinates engaged in administrative, custodial, maintenance and public service tasks; ability to keep financial records and prepare reports; ability to establish and maintain effective working relationships with regulatory agency officials, government officials, associates, tenants and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in airport management or related field and extensive experience in airport management.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards.

### **SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.